



COMMUNITY SERVICES COMMISSION

Hayward City Hall

777 B Street, Hayward, CA 94541

Conference Room 2A

REGULAR MEETING AGENDA

Wednesday, October 15, 2014 – 7PM

I. Call to Order

II. Pledge of Allegiance

III. Attendance

IV. Public Comments

The Public Comments section provides an opportunity for members of the public to address the Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, each item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.

V. Approval of Summary Notes from the September 17, 2014 Regular Meeting

VI. FY 15-16 Funding Process

- A. Application Review Committee (ARC) Appointments**
- B. CityDataServices and Application Review**
- C. Next Steps**

VII. Substantial Amendment to FY 14-15 Action Plan

VIII. Overview of Adopted CDBG Policies

IX. Overview of HUD Monitoring

X. Discussion Regarding Continuation of Funded Agency Tour

XI. Commissioner Announcements

XII. Agenda Building

XIII. Adjournment

Please do not wear scented products, as persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



Materials related to an item on this Agenda, submitted to members of the Commission after distribution of the Agenda packet, are available for public inspection in the Community Services Division Office of the Library and Community Services Department, 777 B Street, Hayward CA 94541, during normal business hours. Such documents are also available on the City of Hayward's website at hayward-ca.gov subject to staff's ability to post the documents before the meeting.

Please note that that Community Services Commission meeting will be recorded for the purpose of creating accurate and thorough minutes. Audio recordings are erased after minutes are prepared and approved. The Brown Act permits video records or tape recordings of public meetings, not only by the government agency itself, but also by any member of the public in attendance. There is no expectation of privacy at Community Service Commission meetings and consent is not required for tape recordings or video recordings.



CITY OF
HAYWARD
HEART OF THE BAY

COMMUNITY SERVICES COMMISSION

Wednesday, September 17, 2014

Summary Notes

I. Call to Order

Meeting called to order at 7:06pm.

II. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

III. Attendance

City staff called the attendance of the Community Services Commission (CSC), and noted attendance on the Attendance Sheet.

Commissioners in Attendance:

- | | |
|---------------------|------------------------|
| 1. Balram, Neha | 8. Glover-Gardin, Lisa |
| 2. Bonilla, Ray | 9. Leppert, Robert |
| 3. Davis, Todd | 10. Macmadu, Kingsley |
| 4. DeJulio, Annette | 11. Manapragada, Sai |
| 5. Fagalde, Diane | 12. Moore, Linda |
| 6. Frink, Dania | 13. Samayoa, Elizabeth |
| 7. Gallegos, Philip | 14. Willis Jr., Julius |

Commissioners Absent:

1. Araujo, Crystal
2. Evans, Valarie

Council Members in Attendance:

Eliza Marquez

Staff in Attendance:

1. Dawn Jaeger, Community Services Division Manager
2. Dana Bailey, Senior Housing Rehab Specialist and Paratransit Coordinator
3. Rachael McNamara, Acting Administrative Analyst I
4. Seema Vashi, Assistant City Attorney: Agenda Items I – VII only

Guests in Attendance:

There were no members of the public in attendance.

IV. Introduction of Commissioners and Staff

Commissioners and Staff introduced themselves to attendees, including the four new Commissioners in attendance – DeJulio, Gallegos, Glover-Gardin and Macmadu.

V. Public Comments

There were no public comments.

VI. Approval of Summary Notes from the June 18, 2014 Regular Meeting

Commissioners noted that there is an error in the June 18th Summary Notes under Commissioner Announcements. The former CSC Commissioner who recently passed away was named Tom Kersten, not Pierson as outlined in the notes. Commissioner Willis motioned to approve the June 18, 2014 Summary Notes with the correction of former Commissioner Kersten's name. Commissioner Leppert seconded the motion. *The CSC approved the June 18, 2014 Summary Notes with 8 Yes, 0 Nos, and 6 Abstentions.*

VII. Orientation: Brown Act, Attendance Policy, Trainings and Form 700

Assistant City Attorney Seema Vashi provided an overview of the Brown Act, in particular aspects of the Brown Act that apply to communications between commissioners. Commissioners are also allowed to make brief comments in response to public comments and regarding future agenda items, however discussions not on the agenda are not allowed.

All commissioners are required to attend at least seventy-five percent of scheduled commission meetings. Additionally missing three consecutive regular commission meetings is cause for removal from the commission.

Commissioners have received letters from the City Clerk's Office regarding the required the Ethics training and Harassment training within their first six months of appointment. The trainings are required every two years for currently sitting commissioners. The trainings are through online modules.

The Form 700, which lists financial interests and conflicts of interest, is required for all sitting commissioners. Additionally the Department of Housing and Urban Development has separate, more stringent conflict of interest requirements. Commissioners with any questions can contact Community Services Manager, Dawn Jaeger.

VIII. Discussion of Upcoming FY 15-16 Funding Process

Community Services Commissioners, Dawn Jaeger provided a debrief of the Fiscal Year 2015-2016 Funding Forum, which was held on September 17, 2014 at 10:00am at Hayward City Hall. The Funding Forum provides an overview of the funding process for organizations interested in applying for City funding, as well as provides an opportunity for these organizations to ask questions regarding the funding process.

While the City of Hayward estimates a CDBG grant allocation of approximately \$1.3 million for FY 15-16, the exact amounts of the grant will not be known until June of 2015. Due to this delay, agencies are recommended for funded using a percentages method which has been utilized for the past fiscal years as well. New policies regarding the CDBG program were passed by City Council on September 16, 2014. A more in depth discussion regarding the policies will come at a later date.

Acting Administrative Analyst, Rachael McNamara provided commissioners with a copy of the FY 15-16 Funding Process Calendar which can also be found in the Request for Proposal (RFP). Ms. McNamara outlined important dates in the funding process, in particular the application due dates and Application Review Committee interview dates and times.

Commissioner Leppert requested an overview of the new CDBG policies. Ms. Jaeger stated that an overview of the new CDBG policies passed by City Council would be provided at the October 15th CSC Meeting. Also added to the calendar will be an overview of the recent HUD monitoring visit which occurred in May. Staff expects to receive their official HUD Monitoring letter in late September.

IX. Election of Commission Officers

Commissioner Leppert praised Commissioner Bonilla for his work as the CSC Chairperson, as well as Commissioner Moore for her work as Vice Chair. Commissioner Leppert moved to vote on retained Commissioner Bonilla and Commissioner Moore in their current roles as Chair and Vice Chair respectively. Commissioner Willis seconded the motion. *The CSC approved the motion with 12 Yes, 0 No, and 2 Abstentions.*

Commissioners requested clarification regarding the role of Parliamentarian, which was provided by Ms. Jaeger. Commissioner Samayoa was nominated for the role, however she declined the nomination. Commissioner Moore nominated Commissioner Frink, which was seconded by Commissioner Moore. *Commissioner Frink accepted the nomination and was voted into the position of Parliamentarian with 13 Yes, 0 Nos, and 1 Abstention.*

X. Community Calendar and Events Discussion

At the June, 18, 2014 CSC Regular Meeting, Commissioner Araujo requested that this item be added to the agenda, primarily the delivery method for the calendar. Commissioner Fagalde, let the CSC know that there is a new form for Commissioners and other members of the public to provide information regarding upcoming events and has been working diligently to receive information from organizations in a timely manner.

Commissioner Bonilla posed to the Commission – how often do we want to receive the calendar, what is an appropriate event to be placed on the calendar? Commissioner Glover-Gardin questioned what the criteria is for an event to be placed on the calendar,

and whether or not there is a more democratic method for items to be placed upon the calendar. Commissioner Moore expressed her appreciation for Commissioner Fagalde's work on the calendar and wanted to make sure that we are not duplicating a currently existing events calendar created by the City of Hayward. Ms. Jaeger let the Commission know that the CSC calendar is not duplicating a currently existing community events calendar, but would report back to the CSC on whether or not there could be an outreach process instituted for receiving events.

Commissioner Willis made a motion that the CSC Events Calendar should be removed from the CSC meeting agenda, consist of activities and events that take place in the City of Hayward and affect Hayward residents and businesses, delivered once a month, electronically by staff with the Commissioners Agenda Packet, Commissioner Leppert seconded the motion. *The CSC approved the motion that the CSC Events Calendar would be removed from the CSC meeting agenda, should consist of activities and events that take place in the City of Hayward and affect Hayward residents and businesses, delivered once a month, electronically by staff with the Commissioners Agenda Packets with 14 Yes, 0 Nos and 0 Abstentions.*

XI. Commission Announcements

Commissioner Bonilla welcomed the new Commissioners to the CSC.

XII. Adjournment

Meeting adjourned at 8:00 pm.